**SOUTH CAROLINA STATE HISTORICAL RECORDS ADVISORY BOARD**

**MEETING MINUTES**

WEDNESDAY, JANUARY 25, 2023

VIRTUAL MEETING- VIA WEBEX

Present: Kate Boyd, Brenda Burk, Eric Emerson, Rameth Owens, and Gina White

Also Present: Erin Lowry, SC Dept. of Archives and History

*The meeting convened at 11:10 am and adjourned at 11:40 am.*

*Welcome*

Ms. Lowry welcomed the board members to the virtual meeting and thanked them for transitioning quickly to a virtual meeting rather than the initially planned in-person meeting at the Clemson Library Depot due to the weather. She then confirmed that the board members had reviewed the minutes from the July 18, 2022 meetings. Brenda Burke made a motion to approve the minutes, and Gina White seconded the motion.

Ms. Lowry then noted that the planned presentation of a resolution recognizing Joseph Boykin’s service to the SC SHRAB will occur at the next in-person meeting which should be in early spring 2023.

*Discussion of SC SHRAB 2022/2023 grant status*

Ms. Lowry advised the board that a semi-annual narrative covering July -December 2022 progress and an annual financial budget report are due to the NHPRC by the end of January 2023 – which she submitted last week. As of the meeting date, she has received no feedback from the NHPRC, but she noted that in the past, it took up to three months for them to respond.

Ms. Lowry also noted that two regrant reimbursement forms have been submitted, one from the South Carolina Historical Society and one from the Upcountry History Museum. She noted that due to staff changes at SCDAH, there was a change to the way the SHRAB funds were reimbursed. In previous grant years, the SCDAH would pay for grant costs throughout the period and then be reimbursed by NHPRC at the end of the grant period. However, for the regrant funds, she has requested an advance from NHPRC for SCDAH to use to pay grant costs upon receipt of the regrant reimbursement forms. She added that the advance was for half of the requested regrant funds and she will request a second advance in the spring following the interim reports from regrantees.

She also noted that the Regrant Interim Reports are due at the end of February 2023 and that she expects them to be relatively short. She added that she will share these reports with the board in the attachments to the next board meeting in the spring.

*Discussion of SC SHRAB 2024/2025 grant draft*

Ms. Lowry next inquired if the board had any comments or revisions on the draft she sent in the meeting attachments of the 2024-2025 SC SHRAB grant to the NHPRC. Kate Boyd confirmed that she is still willing to lead the proposed class on Planning a Digital Project that will be added to the work plan for the 2024-2025 grant. Ms. Lowry confirmed that the class will be virtual and recorded to be placed on the SC SHRAB website to ensure maximum access. Ms. Boyd advised that depending on the need for further training, she will coordinate with the SC Digital Library to provide statewide regional training on digital projects. She added that due to the course content, digital records classes are best taught in person. Ms. Lowry noted that these additional trainings will not be included in the draft work plan to the NHPRC, but that if the board does successfully offer these trainings, they will still be included in the report for the grant progress to the NHPRC.

Dr. Emerson noted that most of the current regrant awards were for organizations that had a collection with a focus on traditionally under-served populations; however, he expressed a concern that the current and 2024-2025 draft proposed maximum regrant amount of $5,000 may not be sufficient funding for some of the more complex projects, especially those of the HBCUs and African American repositories. The goal of the NHPRC and SC SHRAB grant award funding is to promote the institutional advancement of organizations of under-served communities. Ms. Lowry advised that based on her discussions with Benedict College and the Daufuskie Island Historical Foundation, two organizations of traditionally under-served populations, that submitted a Letter of Intent but did not apply for the regrant funds, they seemed to need far more than the $5,000 to complete their proposed projects. Ms. Lowry did encourage them to undertake a portion of their project that $5,000 will cover. The board agreed that in an effort to attract more organizations with collections of traditionally under-served populations only, that the regrant maximum award limit be increased to $10,000 for the 2024-2025 SHRAB regrant awards. Dr. Emerson recognized that increasing the regrant award amount may limit the number of overall regrants awarded; however, the board hopes that the increased amount will be more appealing to a larger number of potential regrant applicants.

To encourage applicants to apply who may feel that their project funding will exceed the maximum amount offered via the SHRAB regrants, Ms. Lowry will post examples on the SHRAB website of grants awarded in the 2022-2023 cycle at varying funding levels to show how organizations can realistically plan their regrant projects with the most efficient use of funding. The board further suggested that explaining the usefulness of various award limits and related projects should be included in the training in the Information Sessions for the 2024-2025 grant.

Finally, Ms. Lowry confirmed that the proposed budget for the 2024-2025 SHRAB grant application will request the full $80,000 available from the NHPRC and that all of the funding will go towards the regrant awards. Brenda Burk inquired whether any part of the SHRAB strategic plan goals will need to be considered in the 2024-2025 budget request. The board performed a quick review of the goals and confirmed that at this point, none needed funding. Ms. Lowry did advise that since the strategic plan is for the years of 2021-2026 that she plans to include a revision of it in the SHRAB grant request to the NHPRC for 2026-2027 funding.

*Other Business*

Dr. Emerson noted that the SC SHRAB reports to the NHPRC consider textile workers as a traditionally under-served community, so he wanted to confirm with the board members in academia if textile workers are considered a marginalized community. Brenda Burk confirmed that they are indeed considered a marginalized community based on their socio-economic status.

Kate Boyd expressed a concern with the dwindling number of SHRAB members, noting the loss of both Andrew Bigony and Joe Boykin since the board was reconstituted in 2019. Dr. Emerson advised that he has suggested several individuals to serve on the board; however, the Governor’s Office must approve the board appointees which has been difficult to obtain. Brenda Burk also noted that the terms of several board members have expired, but they are still serving until further notice. Dr. Emerson asked the board to give him suggestions for qualified board members, especially those from more diverse backgrounds and institutions since the current board are all associated with higher education. The board confirmed that they would think of potential board candidates and relay those names to Dr. Emerson. Ms. Lowry advised that she will create a blurb to send to the SC Public Records Association that requests an individual affiliated with a local entity to contact her with any interest in serving on the board.

Finally, Dr. Emerson noted that Dan Stokes, the grant contact at the NHPRC has officially retired as of the end of 2022. He noted that the NHPRC is very understaffed currently and that to replace Mr. Stokes may take some time as the NHPRC has to go through the hiring process via another federal agency. He added that until Mr. Stokes is replaced, his supervisor and Executive Director, Christopher Eck is handling state grant issues.

*Adjournment*

Ms. Lowry adjourned the meeting at 11:40 a.m.

Meeting Summary Prepared by Erin Lowry